

BUILDING USE APPLICATION
for use of the United Presbyterian Church of East Guilford

1. Name of User or Organization _____

2. Date of usage: _____; Time of use from _____ to _____.

3. Facilities required (check one or more) and Purpose _____:

- ___ Sanctuary
- ___ Balcony Meeting room
- ___ Fellowship Hall
- ___ Kitchen
- ___ Christian Education Rooms

4. Person responsible for group: _____

Address: _____

Phone: _____

5. Congregation member supervising at church: _____

Address: _____

Phone: _____

6. All fees are to be paid in advance are as follows:

1. Fee for use of each area is \$100.
2. A \$100 security deposit is required for use of each area reserved. The deposit will be refunded after satisfactory inspection.
3. Cancellation of event must be submitted at least 2 weeks before date of use for refund of fees/security; otherwise no refunds will be given.
4. Members of the congregation are exempt from fees #1 and #2 above and agree to give a donation to the church for the use of the building and be responsible for cleaning areas used.
5. Mission oriented activities/groups who use the church facility are exempt from fees #1 and #2 above and are asked to give a donation to the church.

7. Complete Rules for usage are found on the next page. (Please keep the rules for your reference before returning signed agreement to church representative)

8. On occasion, a scheduled event may conflict with a church activity which will have precedence. You will be notified in a timely manner when such a conflict occurs.

Persons to contact to coordinate usage, training and scheduling, request for changes or to report problems:

Gordon Spreutels, (607-373-9391)

Don Cole (607-369-3405)

Kathy Schmidt, Clerk of Session (607-316-2722)

Enclosed with application:

\$100 per area to be used \$ _____

\$100 security per area \$ _____

Donation to the church \$ _____

TOTAL \$ _____

Signature: _____ Date: _____

Please make checks to: United Presbyterian Church of East Guilford with building use in the memo. Mail to PO Box 147 Sidney, NY 13838 or give to the contact person.

Building Use Rules United Presbyterian Church in East Guilford

1. A request for use of the church must be submitted in advance to the Building and Grounds Committee and the Session, the local governing body of the Presbyterian church, who will decide whether to grant the request.
2. Non-members will meet with a church representative to review responsibilities of equipment usage and cleaning duties.
3. Ostentation in use of the sanctuary is discouraged.
4. Fees need to be paid in advance with application.
5. No smoking or alcoholic beverages are permitted on church property at any time.
6. Decorations will be fastened and removed so as not to deface the furnishings and walls. No open flame candles are permitted in the fellowship hall or rooms other than the sanctuary.
7. All garbage and recyclables will be removed from the premises and disposed of by the persons using the church building.
8. Building and all equipment used will be cleaned and returned to appropriate areas.

Revised: May 2021